

TOWN OF ARLINGTON

Joseph Connelly
Director of Recreation



PARK COMMISSIONERS
Leslie Mayer, Chairperson
Jen Rothenberg, Vice Chair
Shirley Canniff
Donald Vitters

Elena Bartholomew, Associate
Peter Hedlund, Associate

Recreation Department

Park and Recreation Commission
Minutes
Tuesday, September 22, 2015
Arlington Senior Center
Approved

The Park and Recreation Commission came to order at 6:00 PM for its meeting in the Arlington Senior Center on Tuesday, September 22, 2015.

Members in attendance included: Shirley Canniff, Jen Rothenberg, Don Vitters and Associate Member Elena Bartholomew. Commissioner Leslie Mayer entered the meeting at 7 pm. Director of Recreation, Joseph Connelly was also present.

Interviews for Design Services for Magnolia Park

Mr. Connelly stated that the sole purpose of tonight's meeting was to interview eight landscape architect firms for design services for Magnolia Park.

Mr. Connelly reviewed the process to this point:

- I. Design Services Proposals (15) submitted to Town of Arlington.
- II. Copy of Design Proposals distributed to Joe Connelly, Director of Recreation; Jen Rothenberg, APRC Chairman; & Don Vitters, Capital Improvement Sub-Committee for review, ranking and comment.
- III. After independent reviews and rankings by Ms. Rothenberg, Mr. Connelly and Mr. Vitters the top eight firms were selected for interviewing
- IV. APRC Meeting Interviews (top 8 firms) including:
 - Format would be 10 minute of presentation followed by 15 minutes of question and answer.
 - Ranking Sheet with rating from 1-4 (poor, fair, good, excellent) with space for presentation and interview notes.
 - Summary Sheet with firms, rating and comments.

The schedule for the evening was:

6:00 pm – Hedlund Design
6:30pm – Berkshire Design
7:00 pm – CBA Landscape Architects
7:30 pm – Leonard Design

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8:00 pm – Ray Dunetz
8:30 pm- Icon Park Design
9:00 pm – Pressley Associates
9:30 pm – Warner Larsen Design

The interviews ended at 9:58 pm.

Each Commissioner independently evaluated the presentations/firms on the sheets provided. The Commission discussed and reached consensus on the top three firms in priority order based on their presentation and the materials submitted.

Ms. Canniff motioned to move forward with the following:

- 1 – Hedlund Design
- 2 – Warner Larson Design
- 3 – Leonard Design

The motion was seconded by Mr. Vitters with a vote of 3-0-1 with Ms. Mayer abstaining, as she was unable to participate in the earlier presentation. The Commission discussed the next phase of the award process would be the opening of the price proposals and seeing how those compared with the above rankings.

The meeting was adjourned at 10:35 pm

Respectfully Submitted:
Joseph Connelly, Director of Recreation